



State of Nevada
Board of Examiners for Social Workers
4600 Kietzke Lane, C121 Reno, Nevada 89502
(775) 688-2555

Quarterly Progress Report
Independent Social Work Internship

Period covered by this report: Month/Year _____ to Month/Year _____

It is the responsibility of the intern to see to the completion and submission of each quarterly report and evaluation. Please return this report and the attached evaluation by the following due dates:

Quarter	Due
January 1 - March 31	April 15
April 1 - June 30	July 15
July 1 - September 30	October 15
October 1 - December 31	January 15

Name: _____ Internship #: _____

Home address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Home Phone: _____

Supervisor Name: _____ License #: _____

Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Please list below the number of **hours this quarter** by the following categories:

Total Hours of Independent Social Work Practice: _____

Total Supervision Hours: (Minimum 1 hour per week) _____

Total Independent Hours & Supervision Hours = _____

Intern Certification

I, _____ hereby certify under penalty of law as indicated by my signature below that all statements made in this report are true and correct.

Intern Signature

Date

Supervisor Certification

I, _____ hereby certify that to the best of my knowledge this intern is progressing in a satisfactory and ethical manner towards the completion of his/her internship. I agree to continue to provide independent social work supervision to this intern pursuant to Chapter 641B of NRS and NAC and the terms of the Agreement for Supervision.

Supervisor Signature

Date

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Independent Social Work Intern Supervisory Evaluation

Period Covered by this Evaluation: Month/Year _____ to Month/Year _____

Supervisor: _____ Date: _____

This evaluation assists the intern and the supervisor in the assessment of the intern's ability to achieve minimum competencies in the professional development tasks set forth in this document. Please rate the intern's performance according to the following scale:

- 1 = Unsatisfactory performance
- 2 = Needs improvement
- 3 = Acceptable progress
- 4 = Mastery level competency
- 5 = Outstanding performance

Explain the rationale for all ratings of (1) or (5) in the comments section. Please address how and why the intern's performance is outstanding or unsatisfactory.

Please use the following codes where there has not been the opportunity to observe or where intern has not had the opportunity to practice.

- NO = No opportunity to observe
- NP = No opportunity to practice

The comments section at the end of the document provides the space for comments on the intern's progress. Such comments might include particular areas of success or difficulty that the intern is experiencing, areas of strength or plans for the next period.

I. Executive Skills

1 2 3 4 5

1. Establishes rapport and collaborative working relationships with staff, clients, colleagues and community members.
2. Able to synthesize problems, identify underlying/overlying problems.
3. Is able to challenge the staff's concept of reality.
4. Treats staff members, colleagues and community members with respect.
5. Carries out administrative duties at a professional level.
6. Assists staff, colleagues and clients in the recognition and acceptance of pluralism and diversity.
7. Carries out grant writing responsibilities at a professional level.
8. Supervises staff members using social work values and ethics.
9. Displays competence in administrative duties such as leadership, budgetary matters, policy development, staffing patterns and advocacy.
10. Can design policy level interventions.
11. Utilizes knowledge of groups, communities and organizations in the development and delivery of social services.

II. Conceptual Skills

12. Summarizes, synthesizes and forms hypotheses from data gathered.
13. Creates comprehensive plans for intervention with appropriate goals and specific, measurable and time limited objectives.
14. Selects, articulates and applies models of social work practice appropriately.
15. Able to evaluate progress toward contracted goals and objectives.
16. Can apply theoretical models to assessment, interventions and evaluations.

III. Perceptual Skills

1 2 3 4 5

17. Recognizes both interactions and transactions with and between others and utilizes same in administrative practice activities.
18. Recognizes the effect and impact of others on their own performance.
19. Recognizes and can describe the experience of being taken into the organizational system.
20. Recognizes one's own idiosyncratic reactions to the agency and community milieu.

IV. Cultural/Diversity Competencies

21. Works effectively in cross-cultural situations.
22. Considers factors of culture, ethnicity, race, gender, religion, age, sexual orientation, physical disability and other minority status issues in the planning and implementation of services.

V. Crisis Intervention

23. Selects and applies models of crisis intervention where appropriate.
24. Can act effectively to stabilize a crisis situation.
25. Can coordinate multiple source services to meet client needs.

VI. Use of Self in Professional Role

26. Demonstrates an awareness of and adherence to agency policies.
27. Applies professional ethics to practice activities.
28. Identifies the effects of agency policy on clients and staff.
29. Appropriately advocates for clients and staff.
30. Appointments and meetings are managed at a professional level.
31. Written work is concise, accurate and completed in a timely fashion.

1 2 3 4 5

- 32. Presents cases, intervention plans and presentations at a professional level.
- 33. Articulates and defends professional ideas, assessments and plans.
- 34. Treats clients, colleagues and community members with respect.
- 35. Carefully follows policies and procedures concerning confidentiality, clients rights and mandated reporting.
- 36. Is open to constructive criticism and displays a willingness to use the criticism to improve professional performance.
- 37. Engages in self evaluation of professional performance.
- 38. Maintains appropriate financial, emotional, sexual and professional boundaries and roles.
- 39. Effectively uses supervision for professional growth.
- 40. Exercises appropriate level of autonomy while maintaining adequate accountability.

Summary/Progress to Date/Plans/Comments (To be completed jointly by supervisor and intern)